

**Commonwealth of Massachusetts
Executive Office of Environmental Affairs
Department of Environmental Protection**

MASSACHUSETTS BOARD OF CERTIFICATION

EDUCATION REQUIREMENTS FOR RECERTIFICATION

Operators active during the years 2004 through 2005 shall obtain 20 training contact hours (TCHs) during this 2-year period. Operators must keep copies of course documentation for their next renewal. A random audit will be conducted after renewal to ensure that Operators have fulfilled the training contact hours requirement. Documentation requirements include certificate or letterhead with the following:

- Name of course
- Course date
- Name of attendee
- Number of training contact hours
- Board of Certification of Wastewater Treatment Plant Operators file number
- Certifying signatures.

All courses and seminars must have direct application to the wastewater field. Courses which are not pre-approved are subject to evaluation and approval by the Board. Approval is based on material to be provided as part of a Request for Training Contact Hours (TCH) Evaluation, including course outline, instruction materials, name, address and background of instructor, and example of the program completion form or certificate. The provider must keep permanent records that document training hours, approval of training, and attendance rosters.

Operators who are unsure of Board acceptance of a vendor's TCH offering should request an evaluation form to be completed by the vendor.

Pre-approved Courses	TCHs	Additional Comments
MA Wastewater Certification Exam	10	Must pass exam
MA Water Pollution Control Association Quarterly Meetings and Trade Show	2.5	Must sign in
New England Water Environment Association		Hours as awarded by Board
New England Interstate Environmental Training Center		Hours as awarded by Board
College Courses	15	1 credit hour = 15 TCHs
Red Cross, Basic CPR, First Aid Courses	3	3 TCHs maximum per course
If Continuing Education Units (CEUs) are Awarded	10	1 CEU = 10 TCHs
If no CEUs are granted, approval of the Board is needed		Hours as awarded by Board, based on completed TCH Evaluation Form
Correspondence Courses		Hours as awarded by Board

WASTEWATER TREATMENT OPERATOR LICENSE STATUS

When and If Status (WI) : An operator that has passed an exam, is not working in the field, and does not have experience as defined in 257 CMR 2.12(2). Operators with WI status are not required to obtain training contact hours (TCHs), but must pay the renewal fee. When WI operators gain employment at a wastewater treatment facility and submit a status change form, the Board of Certification of Wastewater Treatment Plant Operators will change their status to Operator In Training (OT). From that point operators must obtain TCHs.

INACTIVE operators (those who are not working in the field) with Operator In Training or Full status are not required to obtain the training contact hours but must pay the renewal fee. If an INACTIVE operator wants to become ACTIVE, the operator must obtain 10 TCHs and submit a Change of Status form to the Board of Wastewater Treatment Plant Operators. The operator then must obtain TCHs for the next renewal year.

To change status from ACTIVE to INACTIVE, an operator must file a Change of Status form with the Board of Certification of Wastewater Treatment Plant Operators. Operators must show they have no wastewater treatment field duties in that calendar year.

To change status from an Operator In Training (OT) status to Full status, an operator must file a Change of Status form with the Board of Certification of Wastewater Treatment Plant Operators. The operator must show specific job responsibilities performed in the wastewater treatment field that provided the experience.

The Board of Certification of Wastewater Treatment Plant Operators will revoke the certification of an operator who fails to pay the renewal fee or fails to obtain the correct amount of training contact hours. Reinstatement following revocation shall be by written examination.

For more information on the Board Training Contact Hours, please call (508) 767-2781. For training opportunities, please contact NEIWPCC at (978) 323-7929 or www.NEIWPCC.org or the MWPCA at www.mwpc.org.